

# EXPEDITE AND ELECTRONIC BIDDING INSTRUCTIONS

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## DEFINITIONS :

**AGENCY** - The State Transportation Agency a vendor/contractor is doing business with.

**AMENDMENT** - Addendum.

**BID EXPRESS™** - An on-line bidding exchange Web site where bids are held until bid opening.

**BID SUBMISSION RECEIPT** - A printed receipt of proof that a bid has been submitted to Bid Express. Bid receipts are digitally signed by Bidx.com using the same technology a contractor uses to digitally sign their bid.

**BIDDER ID** - Contractor Code/Vendor ID uniquely assigned by MDOT. A 5-digit number.

**DIGITAL ID** - A computer-generated legal signature equivalent of a hand-written signature thus allowing for the digital signing of files.

**EBL/EBS** - **E**lectronic **B**idding **L**ibrary file containing individual electronic proposal (**E**lectronic **B**idding **S**ystem) files.

**EXPEDITE® BID** - (aka Expedite) a software application and an electronic bidding system that allows contractors to prepare construction bids. Expedite Bid is the source used to submit a bid to Bid Express.

## ESTABLISHING ELECTRONIC BIDDING TAKES APPROXIMATELY 4 - 6 DAYS!

### I. SUBSCRIBE TO BID EXPRESS™ (BIDX):

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1. GO TO [www.bidx.com](http://www.bidx.com).
2. CLICK on **Order Bid Express now!**.
3. FOLLOW the instructions to subscribe.

Upon subscribing, Bid Express will notify you by e-mail once your User ID and Password have been activated.

Subscription to Bid Express is not to be confused with the creation of a Digital ID.

### II. OBTAIN AND INSTALL EXPEDITE® BID SOFTWARE

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1. DOWNLOAD Expedite from MDOT's Contractor's Service Center Web site at <http://www.mdot.state.mi.us/bids>.
2. CLICK the Download Expedite Software hyperlink located on this Web page.
3. READ the installation instructions.
4. CLICK Download Expedite Software once again.
5. COMPLETE your company information as requested.
6. DOUBLE-CLICK "save and install Expedite." Remember the directory Expedite was saved to your computer's hard drive. After the file has downloaded,
7. GO TO your computer's File Manager.
8. GO TO the directory where the Expedite program was saved.
9. DOUBLE-CLICK the INSTALL.EXE file. This produces a file called SETUP.EXE.
10. DOUBLE-CLICK the file SETUP.EXE from the same directory. This will begin an installation Wizard program.
11. FOLLOW the Wizard prompts through to the FINISH button. Expedite's install Wizard program places a yellow yield sign "icon" on your computer's desktop.
12. DOUBLE-CLICK the yellow yield Expedite icon on your desktop.

13. GO TO TOOLS/OPTIONS and SELECT,
  - a. **BIDDER INFORMATION tab.**
    - COMPLETE your company information.
  - b. **AGENCY/ID tab.**
    - COMPLETE the AGENCY as **MIDOT**.
    - The BIDDER ID as the contractor's 5-digit contractor code assigned by MDOT. Apply leading zeros to your code to arrive at 5 digits. (Example: 02553, 00087, etc.)
  - c. **MISC. tab.**
    - ACTIVATE "Automatically Load Amendments" if it is not already.
    - CLICK "APPLY", then "OK."

The above entries are often enough to allow the contractor to submit a bid. Return to TOOLS/OPTIONS and check ALL settings if for some reason uploading of bids is not successful.

### **III. CREATE A DIGITAL ID**

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For Digital ID creation and certificate handling instructions,

1. GO TO [www.bidx.com](http://www.bidx.com).
2. LOG ON as a subscriber.
3. Under "Members Only" heading, CLICK Digital ID Instructions.

Once Bid Express has notified you upon receiving your completed, notarized certificate and payment information, your Digital ID will be available for use. Import your Digital ID to another computer or save to disk. Store your password (created with your Digital ID) safe and separate from your Digital ID.

### **IV. RETRIEVE EBL/EBS (Electronic Bidding Library/System) FILES**

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After successful installation of Expedite, subscription to Bid Express, and approval of your Digital ID, you are now ready to prepare a bid.

#### **1. Obtain EBL file for specific letting:**

There are two capabilities to download the EBL file; from MDOT's Contractor's Service Center Web site or from the Bid Express Web site.

**MDOT's CONTRACTOR'S SERVICE CENTER** - [www.mdot.state.mi.us/bids/](http://www.mdot.state.mi.us/bids/)

- 1) CLICK the desired letting month.
- 2) Under heading "BID INFORMATION" and beside title "Download Letting:", RIGHT-CLICK the Ebsdata.ebl file. This file is compatible with Expedite only and contains item proposal files **and amendments** issued to proposals to date of the download. This file is updated as amendments are issued.
- 3) SAVE the EBL file to a desired directory on your hard drive.

**BID EXPRESS** - [www.bidx.com](http://www.bidx.com)

- 1) LOG ON to Bid Express.
- 2) CLICK the state of MICHIGAN on the U.S. Map.
- 3) CLICK the LETTINGS tab and choose a letting month. There is a file named "EBLIB" on the right side of the Web page under "ALSO AVAILABLE."
- 4) RIGHT-CLICK the EBLIB file and save file to a desired directory.

#### **2. Open EBS proposals from EBL file:**

Two options are available for retrieving the EBS proposals from the EBL file. Performed within Expedite, the options are as follows:

##### **OPTION 1: Open Entire Letting (EBS) Proposal List and Amendments**

- 1) OPEN Expedite. (Double-click yellow yield icon on your desktop.)
- 2) GO TO FILE/OPEN LETTING.

- 3) In the *Browse for Folder* window, GO TO the directory the EBL file was saved earlier.
- 4) CLICK "OK." The list of proposal items will appear in the left window.
- 5) CLICK the desired item proposal (07Nov001.ebs) from the list. If an amendment was issued on the proposal selected, the AMENDMENT CHANGES window box will appear upon opening the proposal.
- 6) SELECT PRINT if you wish to have a copy of the amendment information. Once you choose "OK" to load the amendment information into the proposal, the option to print is no longer available after performing a SAVE.
- 7) CHOOSE "OK" to load and apply the amendment to the proposal.

#### **OPTION 2: Open Single/Individual (EBS) Proposal File and Amendments**

- 1) OPEN Expedite.
- 2) GO TO FILE/OPEN PROPOSAL.
- 3) In the Open Proposal window, CHANGE "LOOK IN" to the directory the EBL file was saved earlier.
- 4) CHANGE *Files of Type* to "Expedite Files (\*.EB\*)" or "Proposal Libraries (\*.EBL)."
- 5) DOUBLE-CLICK *Ebsdata.ebl* or *EBLIB* (reveals letting date in format: 07Nov.ebl).
- 6) In the Select Proposal window, CLICK the desired individual .ebs file (proposal). If an amendment has been issued on the proposal, the AMENDMENT CHANGES window box will appear upon opening the proposal.
- 7) At this time, you have the option to PRINT the amendment information.
- 8) CHOOSE "OK" to load and apply the amendment to the proposal. The individual .ebs file and amendment file(s), if applicable, will be saved in the same directory you saved the EBL file earlier.

#### **3. Obtain Individual EBS files:**

**MDOT's CONTRACTOR'S SERVICE CENTER** - [www.mdot.state.mi.us/bids/](http://www.mdot.state.mi.us/bids/)

INDIVIDUAL EBS (PROPOSAL) FILES ARE NOT AVAILABLE ON  
MDOT'S CONTRACTOR'S SERVICE CENTER WEB SITE.

**BID\_EXPRESS** - [www.bidx.com](http://www.bidx.com)

- 1) LOGIN to Bid Express Web site.
- 2) CLICK the state of MICHIGAN on the U.S. map.
- 3) CLICK the LETTINGS tab and choose a letting month.
- 4) SCROLL DOWN to the list of proposals for the letting.
- 5) CLICK the *Contract ID* project link of the desired proposal. The single EBS proposal file (example: 07Mar001.ebs) is located to the right of the Web page.
- 6) RIGHT-CLICK the link of the proposal file.
- 7) OPEN the EBS file, or save to your hard drive. Any amendments issued on that particular proposal will be listed to the right of the Web page just under the proposal EBS file.
- 8) SAVE the amendment file(s), Example: 07Mar001.001, .002, etc., to your hard drive. Amendment files cannot be opened directly from the Web page. Save the file to your hard drive in the same location the EBS proposal file was saved previously.
- 9) OPEN Expedite.
- 10) GO TO FILE/OPEN PROPOSAL.
- 11) CHANGE the "LOOK IN" directory to the directory your proposal was saved.
- 12) CHANGE the "files of type" to either Proposal Files (\*.EBS) or Expedite files (\*.EB\*), if necessary, to reveal your proposal in the directory window.
- 13) DOUBLE-CLICK the proposal file. Any amendments issued to the proposal and saved in the same location of the EBS file, should appear upon opening the proposal file. If the amendment does not open, perform the following steps:
  - a. GO TO FILE/LOAD AMENDMENT and locate the saved amendment file(s).
  - b. CHECK the "files of type" and reference either AMENDMENT FILES (07Mar001.0\*) or AMENDMENT FILES (\*.0\*). Otherwise, the amendment files will not appear.
  - c. DOUBLE-CLICK the files with extensions .001, .002, etc. and load them sequentially into your electronic bid proposal.
- 14) PRINT the amendment information if you wish.
- 15) CHOOSE "OK" to load and apply the amendment to the proposal.

## V. COMPLETE A BID

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1. OPEN Expedite.
2. OPEN desired proposal.
3. CLICK the "Schedule of Items" folder containing the line items of the proposal.
4. COMPLETE the "Unit Price" column for each line item. **A unit price of \$0.0000 is acceptable; however, a blank line item is not.**

**IMPORTANT NOTE:** \*\*If a line item unit price is left blank, you will receive an error WHEN YOU PERFORM THE "CHECK BID" FUNCTION. You DO have the option of ignoring this error, and Expedite will allow you to submit your bid regardless of the error. *Pay close attention to any error messages.*\*\*

Once all line items have a unit price entered, the "Schedule of Items" folder will turn **GREEN**.

5. SAVE your bid proposal at this time. Save a back up if you wish.
6. OPEN the "Miscellaneous Data" folder.
7. READ the information in this folder and scroll down to the "Designated and Specialty Items" Page area.
8. ANSWER the question "Will this section be completed for this bid?"
  - a. If you answer "No", the Miscellaneous Data folder will turn **GREEN**.
  - b. If you answer "Yes", you must fill in the company name and address of the contractor(s) performing the work type(s) required for the project in the spaces provided before the folder will turn **GREEN**.
9. SAVE your completed bid proposal once again.
10. With all folders **GREEN** in color, check the bid for errors:
  - a. GO TO TOOLS/CHECK BID.
11. Your bid is complete if no errors exist and ALL folders are **GREEN**.

**IMPORTANT NOTE:** \*\*Pay close attention to the bid errors when checking your bid. *Error notifications are not red-flagged.*\*\*

## VI. PRINT A BID

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1. FILE/PRINT, or select the print button on the toolbar.
2. SELECT desired pages of your bid to print, or print the full bid proposal.
3. CLICK "OK." Your Bid will print on the designated printer.

## VII. SUBMIT A BID

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1. OPEN Expedite.
2. GO TO TOOLS/BID SUBMISSION.
3. FOLLOW instructions given in the Bid Submission Wizard. You will be prompted for your unique and personal password created at the time you created your Digital ID.
4. When following instructions in any Wizard, you must make it through the "Finish" button before the process is complete.
5. PRINT the Bid Submission Receipt. This is your receipt that your bid was submitted to Bid Express.

## VIII. WITHDRAW A BID

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Once your bid has been submitted, you can withdraw (TOOLS/VIEW SUBMITTED BIDS) and re-submit your bid as many times as you desire up to the point bids are no longer accepted.

If you choose not to withdraw your bid, each time you submit a bid for the same proposal, any previously-submitted bid will be overwritten with the latest bid submitted.

For questions or further instructions regarding the use of Expedite or Bid Express, contact Heather Stinson at 517-335-4328 or [stinsonh@michigan.gov](mailto:stinsonh@michigan.gov).